

**Town Meeting Coordinating Committee
Presentation Subcommittee Meeting Minutes
Thursday, February 23, 2012**

The meeting was called to order at 4:08 pm by Mary Streeter, TMCC Vice Chair, in the First Floor Meeting Room, Town Hall.

Subcommittee Members In Attendance: Pat Holland, Alan Powell, Mary Streeter
Staff / Others in Attendance: Kris Pacunas, Director of Information Technology

Agenda

- Discussion of procedures for Town Meeting visual and text presentations
 - What software programs, formats, and procedures to recommended
 - Develop guidelines for text and visual presentations
- Meet with Kris Pacunas

Discussion:

Photos – We discussed recent problems with visual presentations displayed at Town Meeting. The goal of this subcommittee is to develop written guidelines for presentations. One presenter had used IPhoto to display photos that were not clearly seen on the screen. Kris said IPhoto shows photos at their highest resolution so that software wasn't at issue. It likely was the resolution (aka megapixels or dpi) of the original photos that was the problem. Alternatively the bulb on the projection may need replacement. Screen resolution is 1024 x 768 pixels.

Text – Other presentations have projected a great deal of text on the screen. The problem with this is that either the whole page cannot be displayed due to the aspect ratio of the projector and the dimensions of the screen. To display an entire page, the text can be too small or too dense to be comfortably read by the audience. Kris advised that fonts used be large. Use of bullet points should be encouraged. The committee agreed that if a presenter wanted to use a great deal of text it would be best to provide a written handout rather than project it on the screen. It was noted that the technical skills of presenters varied widely. Classes are held at Jones Library in the use of Microsoft Word.

Providing Presentations for Projection – Kris said an IT staff member is always present on Town Meeting evenings by 6:45 pm and can be called upon for help in setting up presentations on the computer. It is always helpful, although not required, that presentations be brought to town staff ahead of time either via email or on a CD or flash drive. They can be emailed to Kris Pacunas <pacunask@amherstma.gov> and cc'd to Debra Roussel <rousseld@amherstma.gov>, Debbie Gordon <GordonD@amherstma.gov>. A presenter can bring in a laptop and use the plug at the podium. Both Macs and PCs are supported although a mac needs an adapter which will be available. A laser pointer will be available at the podium. A slide advancer will only work if a Powerpoint is provided ahead of time by email. An overhead projector can also be used. There is a zoom feature that is usually set to show ¾ of a page.

Light Issues – Kris said it definitely is possible to adjust the lights in the auditorium during a meeting. Amherst Media should be consulted to learn whether adjusting the lights would have any adverse effects on their broadcasting of the meeting. Pat noted that the photos that did not display well in the auditorium looked fine on the TV rebroadcast. Kris said the projector feed goes directly to Amherst Media. Mary commented that a priority for seeing a projected presentation should be for the Town Meeting members present in the auditorium and about to vote rather than the television audience. Alan suggested that we check on the spotlights in the auditorium as well.

Assignments

Alan – will speak with Jim Lescault about dimming the lights and focusing on the screen only during projected presentations. He will also discuss priority of viewing presentations.

Kris – will check on projector bulb, make sure laser pointer and Mac adapter are available at each Town Meeting session, and provide this committee with any other guidelines or software suggestions

Mary – will type minutes and call the Middle school about access to the auditorium during the school day

Pat – will ask a previous presenter for her photos so resolution can be ascertained.

Next Meetings

Our next meetings will be scheduled at the next Town Meeting Coordinating Committee meeting on March 5, 2012.

Adjournment

A motion was made to adjourn at 5:40 pm. Voted unanimously.

Documents Distributed

- Agenda

Respectfully submitted by Mary Streeter

Approved March 14, 2012